



POSITION DESCRIPTION

Human Resources Manager

Position Title	Human Resources Manager
Position Number	2009
Directorate	Corporate Services
Reports To	Director Corporate Services
Award Level	7 - 8

Position Objective

The Human Resources Manager is responsible for leading a multidisciplinary team to effectively deliver human resource (HR), training and payroll services in line with Council's vision and objectives to position council as an employer of choice. This position is responsible for both operational functions and strategic planning through daily contact with management and the workforce particularly through the development and implementation of Council's HR Strategy.

Key Responsibilities

This outlines the general duties and responsibilities of the position, but is not all encompassing:

- Functions under this area of responsibility are as follows:
 - Human Resources
 - Payroll
 - Training and Development
- Lead and mentor within the work unit the Human Resources, Payroll and Training and Development Officers to ensure they meet their key responsibilities and objectives of Council;
- Develop, implement, and maintain Council's HR Strategy.
- Provide advice to the Executive Leadership Team (ELT) on strategic human resources and workforce planning matters;
- Be accountable for the implementation, upgrade and maintenance of Council's human resources, payroll, recruitment, and learning management systems
- Manage the recruitment function to ensure Council recruits, retains, and develops a highly skilled and motivated workforce that delivers a high level of service whilst supporting the values, culture, and strategic direction of Council.
- Provide advice to and assist the executive leadership team with their efforts in developing a dynamic and professional culture and a great place to work.
- Provide advice to the executive leadership team on effective salary benchmarking; classification and reclassification; enterprise agreements and Award interpretation; that ensures competitive and attractive salary and conditions for the workforce;
- Develop and monitor effective performance management processes that identifies excellence, areas for improvement and learning opportunities within the workforce;
- Work with the ELT, managers and supervisors to address matters of poor performance and advise on potential industrial disputes;
- Have oversight of HR investigations, including engagement of independent investigators for serious matters and ensuring they are brought to a timely conclusion;

- Create and maintain a suite of clear ‘plain English’ HR policies and procedures that meet legislative and organisational requirements;
- Work with the executive and management teams to support the consistent application of HR policies, procedures and industrial relations requirements;
- Develop, implement and monitor Council’s training and professional development that builds employee capability and opportunity for career development and succession planning;
- Promote Council as an employer of choice by supporting school engagement; work experience and career expos;
- Enhance employee satisfaction through the development, implementation and maintenance of effective employee wellbeing initiatives that support a vibrant and happy workforce;
- Ensure payroll practices meet industrial and legislative requirements and new processes are implemented or updated as required;
- Monitor workplace issues that impact on the timely delivery of payroll, HR and training activities;
- Assist to promote a positive safety culture in the workplace;
- Assist with employee rehabilitation and return to work matters;
- Other responsibilities as reasonably expected within the scope of the position.

Key Attributes and Experience

- Demonstrated experience and application of knowledge in a broad range of human resource management practices including but not limited to the Award interpretation, payroll processing, best practice, workforce metrics, relevant legislation and case law;
- Demonstrated ability to lead and mentor a multidisciplinary team that delivers the HR outcomes and supports the management and general workforce of Council;
- Well-developed interpersonal skills with the ability to effectively communicate with those with varying levels of education, and understanding;
- Well-developed conflict resolution skills and the ability to positively influence and guide change;
- Demonstrated skills in articulating the written word to provide succinct, clear, and professional documents and reports.
- Demonstrated ability to deal with confidential and sensitive matters of a complex nature;
- Have well developed ability to organise, delegate and undertake multiple tasks with varying complexity and conflicting timeframes;
- Demonstrated knowledge of workplace health and safety practices in the workplace;

Qualifications

- Tertiary qualification in Business Administration; Human Resource Management is highly desirable;
- Certificate IV Training and Assessment is highly desirable;
- Hold and maintain an unrestricted C class driver’s licence.

Workplace Health and Safety Obligations for Employees and Officers

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the Work Health and Safety Act 2011(“Act”) an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and

- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.

Remuneration Schedule

Human Resources Manager



REMUNERATION SCHEDULE – SALARY AND CONDITIONS

Human Resources Manager

This schedule commences from _____ and remains in force unless varied in accordance with the provisions of the contract, Certified Agreement, Award or by agreement in writing between the employee and Council.

The remuneration package will be inclusive of the following:

1. Commencement salary shall be between \$78,016 and \$93,110 per annum (based between 7/1 and 8/5 of the Certified Agreement 2015).
2. Provision of an unfurnished Council house shall be provided rent free except for a \$600 bond paid to the RTA. The employee is responsible for electricity, telephone/internet connections and responsible for yard maintenance in accordance with Council's Housing Policy **or**; Remote Area Housing Allowance paid in addition to the salary as per the Certified Agreement, as varied, (currently \$180 per week).
3. Five (5) weeks annual leave per annum (plus 17.5% leave loading) subject to sufficient accrual of entitlement and generally becomes available after 12 months service. Annual leave is subject to conditions of Council's Certified Agreement.
4. Provision for a Rostered Day Off (RDO) per month, subject to sufficient accrual of entitlement. Accrued RDO's at any one time should not exceed five (5) days. RDO's are subject to conditions of Council's Certified Agreement.
5. Provision of a mobile phone for work purposes in accordance with Council policy with private calls to be reimbursed where they exceed the monthly plan.
6. Provision of a motor vehicle for official Council use (including Class 3 limited private use) in accordance with Council policy and as approved by the Chief Executive Officer. Private use may attract Fringe Benefits Tax.
7. Assistance for relocation shall be reimbursed by Council upon receipt of a tax invoice not exceeding \$2,000. Should employment be terminated (unless initiated by Council) within the first 12 months of employment the employee shall reimburse 100% of the relocation costs; 50% to be reimbursed between 12 and 24 months.
8. Ordinary hours of work are 36.25 hours per week (38.15 hours less 1.9 hours towards a monthly RDO) Monday to Friday, with 20 minutes paid morning tea break and 50 minutes unpaid lunch break.
9. Council shall make compulsory superannuation contributions on the employee's behalf to the Local Government Superannuation Scheme (LG Super) in accordance with the requirements of the Local Government Act 2009. The current rate is 9.5% of ordinary

earnings. The employee shall be liable to make minimum superannuation contributions of 6% of ordinary earnings and Council will further increase the employer contribution by 2.5% of ordinary earnings. Employee contributions are voluntary at commencement but become compulsory after 12 months or continuing employment in a relevant Local Government body. Salary sacrifice options are available for employee and/or additional employee contributions and subject to conditions set down by the Australian Tax Office.

10. Uniforms and protective clothing are to be provided in accordance with relevant Council policies.
11. Other conditions as per the Award and Council's Enterprise Bargaining Agreement.